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Class Specification
for the Class:HEALTH FUND ADMINISTRATORDuties Summary:

Administers the programs established under the Hawaii Public Employees' Health Fund and serves as executive secretary to the Board of Trustees; promotes and maintains the various employees' health and insurance programs; and performs other duties as required.

Distinguishing Characteristics:

This class is characterized by its responsibility for the administration of the various health and insurance benefits programs under the Hawaii Public Employees' Health Fund for active and retired State and County employees and their dependents, including the conduct of promotional functions pertaining to the understanding and acceptance of the programs and the requirements and standards relating thereto, the supervision of accounting and statistical record-keeping activities, and the continued evaluation and recommendation of agency services for improvement.

An incumbent of this class is responsible to the State Board of Trustees and functions within the framework of broad policies established by the Board.

Examples of Duties:

In conjunction with the agency's consultant actuary, prepares specifications for health and medical insurance plans, dental insurance plans, group life insurance plans and other health benefit plans, evaluates proposals from insurance carriers, and prepares and submits recommendations to the Board of Trustees for awarding bids to carriers; with the assistance of the consultant actuary, periodically reopens negotiations with insurance carriers and recommends extensions or changes of contract carriers; calls the attention of the consultant actuary to local conditions and existing practices relative to health and medical insurance, dental and group life insurance and other health benefits, in order to facilitate the work of the consultant actuary in the analysis and evaluation of the programs; develops rules and regulations relating to the programs within the framework of the guidelines and standards established by the consultant actuary for submission to the Board of Trustees for approval; consults with the State Attorney General, as required, regarding rules and regulations; develops forms for bid submission by insurance carriers; supervises the development of forms and procedures for enrollment, payroll deductions, transfers, terminations, etc.; supervises the establishment and maintenance of accounting and fiscal record-keeping systems; reviews statistical reports for completeness of information for use by the consultant actuary in the evaluation of the health and medical insurance programs, dental and group life insurance programs and other health benefit programs; reports findings and conclusions of the consultant actuary to the Board of Trustees; establishes procedures for the dissemination of information regarding the programs to the membership and other interested parties; addresses meetings of various groups interested in the health benefit programs and discusses programs and procedures; establishes and maintains liaison with insurance carriers, legislators, employee associations, medical associations, the Social Security administration and others; investigates

complaints concerning the administration and operation of the programs and recommends solutions to the Board of Trustees; prepares agenda for Board meetings and arranges for the recording of minutes of meetings; evaluates the administration and operation of the programs and seeks ways to make improvements; prepares and justifies budget requests; testifies before legislative groups in matters related to the programs; and prepares correspondence and reports.

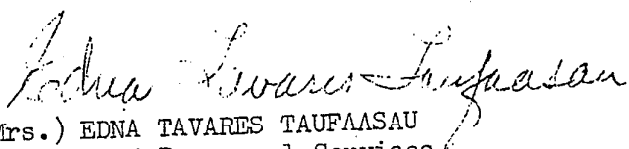
Knowledges and Abilities Required:

Knowledge of: State laws, rules and regulations governing the health benefit programs; principles and practices of administration and supervision; fundamentals of group health, dental, and life insurance plans and programs; fundamentals of account record keeping; and public relations.

Ability to: Understand, apply, and explain to others the provisions of the laws, rules, and regulations pertaining to the Hawaii State Public Employees' Health Plan; establish and maintain effective working relationships with employee groups, representatives of public agencies, insurance carriers, the general public and others; evaluate programs and work activities and recommend improvements; and prepare clear and concise reports and correspondence.

This is the first specification for the new class HEALTH FUND ADMINISTRATOR, and replaces the class Executive Secretary, Public Employees' Health Fund, which was approved on November 17, 1961.

APPROVED: February 12, 1968


(Mrs.) EDNA TAVARES TAUFASAU
Director of Personnel Services

The code number for this class was changed from 2.061 to 17.089 and incorporated in the Excluded Managerial Compensation Plan (EMCP) effective July 1, 1981 in accordance with Act 254, SLH 1980.

Reviewed for currency on July 25, 1982.

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Minimum Qualification Specification
for the Class:HEALTH FUND ADMINISTRATOREducational Requirements:

Graduation from an accredited college or university including or supplemented by completion of course work in accounting or bookkeeping. This training in account record keeping may have been gained through a high school curriculum in bookkeeping, course work at an accredited technical school or course work from an accredited college or university in accounting. The course content in all cases must have included training in the preparation of financial statements.

Substitutions: Progressively responsible experience in administrative, professional, technical or other work which has demonstrated that the applicant is able to organize, assimilate and analyze data and arrive at sound solutions to problems may be substituted for the education required on a year-for-year basis provided that the applicant has had education in account record keeping as specified above. At least one year of experience, which may have been concurrent with any other qualifying experience, which has required the analysis and evaluation of fiscal data and reports may be substituted for the education required in account record keeping.

Experience Requirements:

Except for the substitutions provided below, applicants must have had the following types and amounts of experience:

General Experience: Three years of progressively responsible administrative, professional and/or technical experience which has included:

1. Analytical work including the preparation of written reports and recommendations; and
2. Public contacts which involved conducting interviews to obtain information and/or explaining policies, rules and regulations, actions taken, etc.

Specialized Experience: One year of responsible work experience which has required a familiarity with the fundamental principles and common practices of health and/or life insurance. The specialized experience must have involved the evaluation and/or

comparison of benefits and costs of various types of insurance plans and the provision of advisory services to clients.

Supervisory Experience: Two years of supervisory experience which has involved planning, assigning and reviewing the work of, evaluating the performance of, and providing for the training and development of, professional and/or technical personnel as well as clerical personnel; and which has required the development of procedures, work plans and work methods.

Administrative Experience: One year of administrative experience which has included substantial involvement in and responsibility for: planning, program evaluation and development, the development of policies and procedures, budget preparation and personnel administration activities.

Substitutions Allowed:

Completion of 30 or more graduate level semester credits in an accredited college or university may be substituted for one year of the general experience.

Possession of a master's degree in business or public administration may be substituted for two years of the general experience.

Excess supervisory and/or administrative experience as described above may be substituted for the general experience on a year-for-year basis.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he has the ability to perform the duties of the position for which he is being considered.

Selective Certification:

Specialized knowledges, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants must qualify on the appropriate examination for the class. For non-competitive actions, the examination may be waived.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Handicaps in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

This is an amendment to the minimum qualification specification for the class HEALTH FUND AMINISTRATOR approved on May 6, 1968.

DATE APPROVED: 7/2/82

Donald L. Botelho
DONALD BOTELHO
Director of Personnel Services